

18 January 1984

Items Pending NARS Appraisal
Schedule 60-84

<u>SF 115</u>	<u>Page</u>	<u>Item</u>	<u>Title and Disposition</u>
12/24d(2)	40	33d(2)	Consolidated Translation Survey file (FBIS). Changed from destroy when no longer needed to permanent. FBIS feels it should be permanent as they did in 1977 and would like another appraisal by NARS. (Tagge needs to review again in FBIS.)
14/26b	42	35b	Non-administrative messages to field bureaus (FBIS) (New item. Tagge needs to know difference between non-administrative messages (Item 35b) and administrative messages (Item 35a))
16/35b(1)	50	44b(1)	Television monitoring files (FBIS). Changed from permanent to destroy 3 years after cutoff (cut off at end of each calendar year). FBIS would like a reappraisal by NARS - they do not feel it should be permanent. (Tagge needs to review again in FBIS.)
22/39	55	48	Mission and Intelligence Film Library Files (NPIC).
40		49	& World Area Charts (WAC) and Overlays (NPIC). Changed from disposal not authorized (to be appraised within 5 years) to disposition pending appraisal by NARS. Per conversations with Tagge on 8 Dec 83 and 12 Jan 84, we need to arrange for NARS appraisal by setting up a complete series of briefings for Tagge. He needs answers to questions such as: a. How would an historian make use of the film? What equipment, retrieval mechanisms, analytical techniques, etc., would be required? How could these be made available to historians? When is it likely that the film would be made available for public access? What information would the public be able to get from the film that would not be available from other sources

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- b. Is there any way to do sampling, i.e., designate certain images as permanent and destroy remainder?
- c. How long would the film absolutely need to be retained for operational purposes if it were determined not to warrant permanent retention?
- d. From a Government-wide standpoint (Tagge also is responsible for other IC agencies), how are collection requirements and program operations determined? How is the film disseminated and who are the various users? Can the portions used by specific agencies be identified? Do the agencies always have an exact copy of the record copy, or is there further processing in some cases? (Perhaps we should start with COMIREX?)

Based on these briefings, Tagge can make a preliminary appraisal. A final decision, however, may require that we clear and brief other appropriate NARS personnel.

FOREIGN BROADCAST INFORMATION SERVICE

CONSOLIDATED TRANSLATION SURVEY

The FBIS-maintained Consolidated Translation Survey (CTS) is an index of items which have been translated into English from foreign publications. It is the only systematic means available to the U.S. Government to ensure that translations done by one agency are not duplicated by another at a later date, thereby saving the U.S. Government over \$1.5 million annually in prevented duplications.

The CTS file dates from 1949 and contains more than 1,500,000 entries. CTS includes records of only unclassified translations. Documents are indexed by:

1. Author's or editor's name and
2. Source--the transliterated title of the original document.

The CTS product is a bibliographic citation. CTS does not make the actual translation available to the requester but rather refers the requester to the office which produced the translation.

CTS can provide printouts by author and by source. Analysts and researchers can request printouts of the translated articles by a particular scientist or journalist or from a particular specialized journal or other publication. Such printouts can serve as an index to translated materials on a particular subject.

CTS includes data on items translated or in the process of translation by agencies throughout the U.S. Government, primarily those of the Intelligence Community. The CTS file contains references to translations produced by more than sixty U.S. Government organizations; commercial translating houses; and or quasi-official agencies.

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CTS welcomes queries from all U.S. Government departments and agencies. Government agencies should call CTS:

1. To determine whether an item has been translated.
2. Before beginning to translate.
3. To advise that a translation is in process (CTS enters "in-process" translations in its files so other agencies will not need to undertake the same translation.)
4. To advise that a translation has been completed.

The attached form can be used by agencies both to request a search of the CTS index and to inform CTS of the availability of a completed translation. The form should be sent to Foreign Broadcast Information Service/CTS, P.O. Box 2604, Washington, D.C. 20013. Government agencies are also welcome to telephone CTS at

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To arrange for a translation, contact Chief, Translation Services Staff at the same address; telephone number is

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26 August 1983

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CONTRIBUTION TO CONSOLIDATED TRANSLATION SURVEY

Contributing Office: _____

Contact Person: _____ Telephone: _____

Author's Last Name: _____ First Name: _____

Foreign Source (name of book, newspaper, periodical) in original language or transliterated: _____

English Title: _____

Date of Publication: _____ Volume Number: _____ Issue: _____

1st Starting Page: _____ 1st Ending Page: _____

2nd Starting Page: _____ 2nd Ending Page: _____

Classification: _____ COPYRIGHT: Yes: _____ No: _____

Identification Number (Number by which document can be retrieved): _____

Comments (Additional data to aid in retrieval and indexing): _____

_____ Does record of this translation exist in CTS files?

_____ This translation is now in process.

_____ This translation has been completed.

Differences between administrative and non-administrative messages/files:

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a. Administrative: Messages are accountable by use of individual and consecutive CHECK NUMBERS between bureaus and headquarters and REFERENCE NUMBERS; correspondence between staff personnel in headquarters and bureau staff personnel. Example attached: [] (C/MOD in headquarters has sent an administrative message to [] (senior editor in Hong Kong). For accountability purposes, message contains REFERENCE NUMBER WA452 and a check number for Hong Kong (534).

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b. NON-ADMINISTRATIVE: Various staff personnel correspond with field personnel but messages are not sent in official ADMINISTRATIVE channels. Example was originated by [] in FEB/ED and addressed to the technicians in Bangkok. The ONLY FEB/ED flag restricts this message to technical personnel at both locations and is not given general dissemination similar to administrative messages (where the subject is invariably of interest to other staff personnel as background material).

The comcenter retains 1 copy of the original message form received from other originators for a 1-month period--and then is discarded.

(If you have any further questions, let me know).



RATUZYUW RUTLAAA0543 0131819-0000--RUMJHK.

ZNR 00000 ZYN

R 131819Z JAN 84

FM FBIS WASHINGTON DC

TO RUMJHK/FBIS HONG KONG

ACCT FBWA-EWDK

BT

UNCLAS

COMMUNIST FILE
COPY

A. ADMINISTRATIVE
MESSAGE

534

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WA452

REF HK800 ON PHILIPPINE PAPER:

SUGGEST THE USE OF SOURCELINE: "QUEZON CITY AND PAHAYAGANG
MALAYA IN ENGLISH." YOUR INQUIRY, INCIDENTALLY, IS AN EXCELLENT ONE
BECAUSE IT PROVIDES ALL OF THE BACKGROUND INFORMATION WE NEED TO
ASCERTAIN THE IDENTITY OF THIS PAPER. GWG 13/1807Z JAN

BT

#0543

OUTGOING MESSAGE/ADMIN FORM

(ADDRESSES)

(PRECEDENCE)

SPECIAL INSTRUCTIONS: _____

ALL BUREAUS (except SA) _____

FL _____ NC _____
 PA _____ AB _____
 SK _____ GF _____
 OW _____ LD _____
 STAT XX PY _____
 HK _____ SA _____
 AU _____ MB _____
 JN _____
 TA _____

Z _____
 O _____
 P XX
 R _____

DRAFTED BY: _____ WSS DUTY OFCR: _____

DF: 13 JAN 84
 CONCURRENCES: COMM OPERATOR _____

BBC _____ PMU _____ MWR _____

NON-FBIS _____

MESSAGE BFN: WA 13 2147

(COMCENTER USE ONLY)

B. NON-ADMINISTRATIVE

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ATTN _____

ONLY FEB/ED

SUBJ _____

REF BK110308

SERVICE: TELETYPE PARTS

WA _____

REQUESTED TELETYPE PARTS HAVE BEEN ORDERED UNDER REQN 0785-84013-402.

CONNECTORS HAVE BEEN ORDERED LOCALLY AND EXPECT COUPLE WEEKS DELIVERY. REGARDS.

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FEB _____

REASONS FOR CHANGES FROM OLD SCHEDULE AND DEVIATIONS FROM GRS

Schedule 60-83

- Item 3a(1) Disposition changed from permanent to destroy 10 years after close of fiscal year concerned.
- Item 7a Changed from destroy 5 years after entry to destroy 5 years after final entry to comply with GRS.
- Item 9a(1) Changed from destroy 10 years after close of fiscal year involved to destroy 6 years and 3 months after the fiscal year covered by the account to comply with GRS.
- Item 9a(2) Changed from permanent to destroy 20 years after close of fiscal year involved to comply with the amount of time the Office of Finance keeps the same type of records for Agency funds.
- Item 9b Changed from destroy 4 years after audit to destroy 6 years and 3 months after audit to comply with GRS.
- Item 9d Changed from permanent to three different retention periods depending on the type of files. This item is now exactly like the one in the Office of Finance schedule for station accounting files.
- Item 12g(2) Changed from destroy when no longer needed to destroy when 20 years old or no longer needed for reference, whichever is sooner, to be more specific.
- Item 12g(4) Changed from destroy when no longer needed to destroy when updated or superseded to be more specific.
- Item 18a Deviates from GRS - not needed longer for current business.
- Item 19 Changed from destroy after 6 years to destroy 6 years after case is closed to comply with GRS.
- Item 24a Changed from destroy when no longer needed to permanent based on NARS reappraisal in 1983.
- Item 24c Changed from destroy when no longer needed to destroy 30 years after cutoff (cut off at end of each calendar year) to be more specific.
- Item 24d(2) Changed from destroy when no longer needed to permanent. FBIS feels it should be permanent as they did in 1977 and would like another appraisal by NARS.

- Item 25b Changed from destroy when 1 year old to destroy when 2 years old. Needed longer for current business.
- Item 26a Changed from destroy when 6 months old to destroy 5 years after cutoff (cut off at end of each calendar year). Needed longer for current business.
- Item 29b Changed from destroy when 1 year old to destroy when no longer needed to provide flexibility in disposing of those needed for either a shorter or a longer period of time.
- Item 29d Changed from destroy upon determination that individual is no longer active to destroy 20 years after cutoff (cut off at end of each calendar year) to be more specific.
- Item 35b(1) Changed from permanent to destroy 3 years after cutoff (cut off at end of each calendar year. FBIS would like a reappraisal by NARS - they do not feel it should be permanent.
- Item 35b(3) Changed from CRS has the ultimate disposition of video to recycle when recordings no longer needed. Disposition is the same but this description is more specific.
- Item 36a(1) Changed from destroy 3 years after cutoff (cut off at end of each calendar year) to destroy 5 years after cutoff (same cutoff). Needed longer for current business.
- Item 39 Changed from disposal not authorized (to be appraised within 5 years) to permanent. DDS&T would like NARS appraisal.
- Item 40 Same as Item 39.
- Item 54 Changed from destroy 75 years after date of birth or 60 years after date of earliest document in file if DOB is not available to destroy when 30 years old. These files are not personnel files and are not needed longer than 30 years for current business.

✓ ~~Item 69 Added to cover non-R&D program files in a separate item.
Disposition is the same (permanent).~~

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
60-77 Item 49d(1)	6	<u>Speeches, Lectures, Briefings Files.</u>		576/ 4	PERMANENT. Transfer to AARC when no longer needed in current files area. (Deviates from GRS 14-1)
NEW		a. Mission-related presentations made by senior officers of the component to a higher level organization, the Comptroller, Congress, and similar groups. Consist of manuscripts and audiovisual records (including briefing boards) used in the presentation. (1953 to present)			TEMPORARY. Destroy when obsolete or no longer needed for current activities.
60-77 Item 49d(2)		b. All other materials used for presentations, except models (Item 6c below), including extra copies of scripts and audiovisual records.			TEMPORARY. Destroy 12 years after cutoff. Cut off when no longer needed for current operations, hold in current files area for 2 years, transfer to AARC for 10 years, then destroy. Prior to destruction, offer to NARS, other government agencies, or museums, and transfer if offer accepted. <u>If offer not accepted, hold models judged to be of continuing value at AARC and review at 2 year intervals for destruction or for downgrading and transfer to less secure storage facilities.</u>
		c. Three-dimensional models fabricated by Offices within DDS&T for use in briefings requiring more detail and visual display. (Nonrecord)			
	7	<u>Research and Development Files.</u>			
		Files created while conducting analytical, technical, and scientific research and development activities in order to develop new concepts, techniques, equipment, and materials, or modify those in existence. The records relate to such phases of research and development as the establishment of requirements and preliminary characteristics, experimentation, design, engineering, modification, testing, and acceptance.			

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NEW		b. All other materials used for presentations, except models (Item 6c below), including extra copies of scripts and audiovisual records.			TEMPORARY. Destroy when obsolete or no longer needed for current activities.
60-77 Item 49d(2)		c. Three-dimensional models fabricated by Offices within DDS&T for use in briefings requiring more detail and visual display. (Nonrecord)			TEMPORARY. Destroy 12 years after cutoff. Cut off when no longer needed for current operations, hold in current files area for 2 years, transfer to AARC for 10 years, then destroy. Prior to destruction, offer to NARS, other government agencies, or museums, and transfer if offer accepted. <i>If offer not accepted, models judged to be of continuing value may be recalled on permanent transfer.</i>
	7	<u>Research and Development Files.</u> Files created while conducting analytical, technical, and scientific research and development activities in order to develop new concepts, techniques, equipment, and materials, or modify those in existence. The records relate to such phases of research and development as the establishment of requirements and preliminary characteristics, experimentation, design, engineering, modification, testing, and acceptance.			<i>"subject to substantive review by the originator" - NO</i>